GILA COUNTY

Contains COST and Technical Information

NOTICE OF REQUEST FOR PROPOSALS- REBID
092815

Opening
Due Date: January 28, 2016 Time: 11:00AM

Gila County Finance Department
Attn: Jeannie Sgroi, Contracts Administrator
Guerrero Complex
1400 East Ash Street, Globe, AZ 85501

Provided by,

PERFECT IMAGE INC.
PRECISION SCANNING
CAD SERVICES

13615 NE 126th Place #450
Kirkland, WA 98034
425 576 0989 x 15

Gila County Finance Department
Attn: Jeannie Sgroi, Contracts Administrator
Guerrero Complex
1400 East Ash Street, Globe, AZ 85501

Subject: RFP 092815 DOCUMENT SCAN CONVERSION FOR THE GILA COUNTY RECORDER'S OFFICE

Pursuant to your request for digitizing 1M images from microfiche for the Gila County Recorder, Perfect Image, Inc. is pleased to respond with this proposal. We are in receipt of the original RFP and addenda 1 & 2. In addition to responses to the specific questions posed by the Agency, we are providing a brief history statement for the company. Eric Fleming, as the President, is authorized to sign for and commit the company to all aspect of this RFP, Addenda and our Response.

Regards,

Perfect Image, Inc
Eric Fleming, President

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Table of Contents

Attachment 1 - Proposed Equipment
Attachment 2 – Ribbon File Scanning Defined
Attachment 3 - Frame Scanning vs. Ribbons Scanning
Attachment 4 – Qualification and Certification Form
Attachment 5 – Microfiche References
Attachment 6 – No Collusion
Attachment 7 - Subcontract Intentions
Attachment 8 - Legal Workers Compliance
Attachment 9 - Offer and Acceptance
Attachment10 – W9
Attachment11 – Full Equipment List
Attachment12 – Checklist
Attachment13_workflow
Attachment14_Work Plan
Attachment15_ Pricing Sheet

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A. Executive Summary

This proposal is in response to the Agency's request for digitizing and indexing of analog files from microfiche. We plan to implement proven processes and technologies which are replicated from previous projects of a similar nature. These past projects were successful because of our vast experience scanning and our fiscally responsible and economic pricing. We implement the latest scanning technology and our technical capabilities are unmatched in the industry. This results in quick and innovative solutions to any unforeseen challenges that may be encountered.

Since we primarily convert sensitive material for Government and Defense Contractors, we take document tracking, conversion accuracy and document security very seriously. Our tracking and production processes have been refined over many hundreds of millions of converted images to insure the integrity of the original documents and the resulting digital representation.

We are one of the few vendors who own and maintain all of the equipment necessary to process all the source formats without subcontracting. We have successfully completed projects of a similar size and scope from our Kirkland, WA headquarters and on site all over the world.

Our references are impeccable and our customers emphatically recommend us to other Agencies.

B. Qualifications and Company Backgrounds

Since 1994 Perfect Image, Inc. has been supporting government, medical, engineering, military and industrial customers in the USA and abroad. We currently employ individuals from various technical backgrounds to support the wide range of needs for our customers. Our customers select us initially because of our knowledge of their requirements, our past performance with similar customers, our reasonable pricing and our willingness to commit and perform to the specifications. Our customers continue to work with us because we deliver exactly what is promised, on time and on budget.

We specialize in implementing trusted and proven strategies for converting documents in large volume often with very challenging technical requirements or with short time constraints. We are one of the few vendors that will commit to and successfully complete projects on site or in remote facilities and have done so all over the US and in three foreign locations.

Perfect Image, Inc. is a very independent and technically knowledgeable Company with a number of strategic technical and geographic partners. We convert all analog formats in house with our own equipment and staff, exclusively including document conversion, engineering scanning, film, fiche, aperture card, slides and fragile bound books.

C. Discussion about Formats, Resolutions and Bit Depth

We are happy to support the agency with any file format and specification they deem works best for them. We always advise the best solution for our customers based on the source document format, legibility and the intended use of the digital assets. What we know and can show is that a 200dpi grayscale scan is far superior to a 300dpi+ monochrome scan. This is because the higher bit depth can properly capture and display low contrast content, light blue stamps on a green form, light pencil, faded faxes. This is particularly important on film where there was no feedback to the

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camera operator or the film processor when the film was created. Often the film can be a 3rd or 4th generation from the original document. Not only is 200dpi gray more legible it is faster to scan than 300dpi monochrome and therefore less expensive to the agency. Higher resolutions are beneficial when documents contain minute details (<6pt text or on engineering drawings) and then we recommend 300dpi gray. The only drawback is a 30-50% increase in file size when storing data in gray.

If the file size is a problem currently due to the cost of storage we purport that in 3 years it will not be, so we encourage our customers who can only accept monochrome due to space or software limitations to archive the gray versions on a drive or DVD and create derivative in monochrome through an automated process, then replace the mono with gray or use the gray as a backup if the monochrome is illegible. Many of our customers are now performing 100% gray conversions. ILSRS was 13M image from paper and fiche in full gray. This is because both the vendor and the customer can be confident that the content will match the originals. In order to achieve the same level of confidence in monochrome it would require 100% image by image review and potential rescanning.

The scanned data is captured in gray by default in a non proprietary format as jpegs. PDF is a common format for archiving. PDF/A would be recommended if OCR or bookmarking is performed in the pdf. An image only archive of PDF has no proprietary informant and PDF/A is an unnecessary processing step. We are happy to provide any of our interstitial raw scanned imagery as a data backup or archive if the agency opts for a propriety delivery format.

For this particular effort the agency is wise to require both the monochrome tiff and the grayscale jpegs as the deliverable.

D. Description of the equipment

Fiche & Film Scanning: We will utilize a Nextscan Flexscan Scanner on this project with a 4Tb Nextstar server and an oversized fiche adapter. We own two of these film units and one DRS Fiche scanner.

Storage: We will use a Dell 2950 and an onboard RAID 1 mirror of SATA drives. This Mirrored volume will be exclusive to this project. The entire volume will be encrypted using PGP encryption software. At the culmination of the project the volume will be securely wiped then the volume will be destroyed.

Database: Our internal tracking application runs on SQL Server 2000.

The equipment is owned an operated by Perfect Image, Inc. The equipment can be viewed at our website along with videos of the equipment in production on previous projects with our staff operating the equipment. (www.pimage.com/scanning.htm)

We are including our proposed scanning equipment as attachment 1 and a full list of our scanners as attachment 11.

Attachments 2 and 3 discuss Ribbon Scanning technology which is unique to the Nextscan equipment and should be the only technology used on any fiche scanning project.

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E. Specific Response Requirements in the RFP

Method of Approach

Project Consulting: We have been scanning documents from all analog formats for 22 years and commonly work with customers who have a range of understanding as it relates to the best and most cost effective means to capture their data. Film and Fiche are a particularly challenging format where the experience of the vendor and the equipment they use is critical to the successful outcome of the project. It will likely be impossible for the agency to manually review all 1M images before a vendor is paid for the work, so the agency must contract with a vendor who has demonstrated successful projects of a similar nature and volume. At Perfect Image our owner is personally involved in the commissioning of every project. He corresponds with the customer at the outset and throughout a small pilot to insure the customer is fully informed of the process, approves that process and the initial delivery. Our Director of operations has been managing staff and projects here since 1995 and works closely with the owner throughout the duration of the project keeping the owner informed on metrics, performance, accuracy and any challenges which are discovered. We have scanned hundreds of millions of images from microfiche and we are rarely surprised. Often we already have a process in place for any surprises discovered along the way. Our customers often recognize that we identify and correct problems with their data sets using innovative solutions that do not require contract modifications. We are providing a typical workflow diagram for microfiche as Attachment13. This workflow was for the Library of Congress Digital Newspaper project and includes very detailed OCR aspects and inspection along with 5 derivative files which would not be included this Recorders conversion effort. This workflow is customized at the outset of the project in collaboration with the Agency and documented.

The job plan is provided as attachment14 and includes our understanding of what is required for the successful complete of the project based on the description in the Statement of Work.

On-Site and Off-Site Performance: We are well versed at scanning fiche on site all over the US and abroad. We send our fully qualified operators to the site with our equipment, we do not use subcontractors or staffing agencies. We can fully support the agency in an onsite scanning effort and have provided alternate pricing to do so. This does present a logistical challenge since the agency was unwilling to accept any other process and schedule than the process defined by the storage vendor. In every conversion effort for 21 years and hundreds of millions of images for thousands of government agencies, nobody has required a full scanning effort without QC or indexing and performed those tasks downstream. It creates a significantly opportunity for propagation of errors and significant rescanning (which in this contract may be billed to the agency). If we scan on site, our auditing and any rescans will be performed on site before the equipment and staff leave the site. It is not economical to spend 8 months on site or to have to flag images, then come back with staff and equipment to rescan them. Our onsite scanning effort to include auditing, review and rescanning is still expected to last no more than 30-45 days, however in the interest of logistics and economics we may recommend a slightly longer schedule on site. This will not affect the overall project schedule it just shifts the resources. We can supplement the on-site scanning and auditing effort with offsite auditors. These auditors will be located at our office and will remote into our servers to review imagery. Any rejected fiche are reviewed by the onsite operator and rescanned as necessary. As batches are complete they are transferred to our Corporate Facility in Kirkland, WA for indexing and downstream processing. Since the onsite location is a competitor we must be assured that our equipment, staff, processes are not witnessed and that are staff are not approached for employment.

Off site scanning is the exact same process except that the originals are transferred to our facility in Kirkland, WA. Since we will have access to more fiche scanners and more shifts offsite we will complete the scanning process faster. All other aspects of the process remain the same.

Secure Transportation: Our base proposal is to use Fedex Ground shipping to ship the originals since the agency did not disallow it and in order for us to be cost competitive with other vendors and the storage vendor. We can ship in batches using our watertight locked cases or we can ship everything at once in standard heavy duty bankers boxes. We are providing an option to drive the fiche from the storage vendor to our production facility in Kirkland, WA. We provide this service commonly for many of our customers who require increase security. We have transported as many a 400 boxes of paper and film from the State of Tennessee in a single effort with two drivers. Return for these same assets is typically Fedex Ground after they have been scanned since they are digitally secured, however we can certainly return the assets in the same fashion.

Progress Reports: Sine we utilize an online tracker that is visible to the customer, the customer can check the status of the conversion effort at any time. We can generate weekly or monthly reports and email them. The tracker will show each box and batch and each process which has been completely by the operators initials and date. We track to this level so that we have individual responsibility and so that any errors can be isolated to a date, time, device or operator for corrective action.

Scanning Data and Capturing Images: The primary means to insure legible capture is to insure the best equipment is used and that the equipment has ribbon scanning technology. The skill of the operator to recognize changes in the source assets and filming errors is also important. We use an auditing step at the scanner where the scanning operator reviews the images in the ribbon where the entire fiche data is present in grayscale. The operator first confirms that no frames are missed then adjust the crop to insure complete capture. Next the operator reviews the imagery to insure each frame is legible and can reject the fiche for rescanning at this point. Most commonly a fiche will be rejected as a result of filming errors.

Indexing and Data Entry: As boxes are through the auditing process and output as images, these images are loaded into our indexing application by box and batch. The operators will page down through each image looking for each new document. At the beginning of each new document they will key either the Fee number (if present) or the book and page number. This information is recorded in a non proprietary MS Access database. Since there is nothing on the film that indicates where each new document starts (like a blip, film gap or target) the only option is to review every page and what for the fee number to change or a new document header appear. This has the added benefit that the documents get reviewed a second time. Our indexers can reject a page for further review against the original. Unless the agency has any existing metadata which relates the Fee or Book and page to the fiche and frame on the fiche there is no way to auto group the files. The only way to index the documents is by paging down through every page and manually indexing them.

Quality Control and Assurance: Our imagery is reviewed in two stages, once at the scanner and a second time during indexing. Our scanning process guarantees 100% images that match the original. Since the agency did not require double key indexing, we know from similar projects that single key indexing will yield an accuracy exceeding 99.95%. We can and commonly provide blind double key data entry which can bring the data accuracy to exceed 99.995%

Output The SOW requires encrypted USB drives which we will provide, however we can also provide DVD or SFTP transfer of data.

Disaster Recovery: Our servers are backup up nightly and any onsite scanning is also backed up nightly to external USB. Since we maintain multiple scanning devices we are able to quickly respond to any outages by transferring the assets or the duplicate equipment to an alternate site. Since the agency has a copy of all of the data we are not expecting to need to host the data at our colo facility to provide access to the scanned data in the event of a momentary loss of production or access to our servers.

Capacity of the Offeror

- Full legal company name; *Perfect Image, Inc.*
- Brief company history, including the year business started; *See section B above*

Page 6 of 9

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- Physical Address of primary business offices, as well as the sites where described services shall be provided; *On site at address listed in the SOW, offsite at 13615 NE 126th Place #450, Kirkland, WA 98034*
- Identification of a single or lead contact person, who will be responsible for all communications with the county throughout the solicitation process, as well as a contract person for any resultant contract; *Eric Fleming, President eflem@pimage.com*
- Days and hours of operation; *M-F 24hrs offsite. On site possibly two shifts if allowed.*
- Whether the offeror's company is currently involved in any litigation and whether an adverse decision in such litigation would result in a material change in the company's financial position and future viability? *Not involved in litigation*

Staff: our proposed scanning staff have been scanning microfiche and microfilm assets for us since 2005 and have complete projects of the same volume and larger both on site and off site. They are supervised by our Director of operations who has been with the company since 1995

Accuracy we know from customer review that our base process yields image and index accuracy exceeding 99.995% and we offer strategies to increase that to 99.999% as some of our Aerospace customers require.

Customer Base: In lieu of providing a massive list of customers from which you cannot tell if we have performed similar tasks, we are providing a list of specific customers that can attest to the fact that we performed microfiche scanning and indexing in similar volume and they will attest that we did exactly what was promised on time and on budget, exceeding their expectations. This list of references is provided as attachment 5.

F. Schedule

Our scanning process will take no longer than 45 days.
The auditing process may lag the scanning process by a week or two.
The indexing process occurs in parallel and will likely span 3-4 months.
We expect the entire project to take no longer than 6 months at a modest pace

On site scanning can be completed within 45 days however the auditing and review of the scanned imagery may take an additional few weeks before the equipment and staff and leave the site.

G. Data Security

We take security very seriously. All of our staff are required to read and sign confidentiality statements which we can provide to the Agency. Most have undergone criminal and more extensive background checks due to the nature of the documents we convert and our clientele. Our facility is staffed 24x6, locked at all times with alarms and security patrolling the grounds at night and on weekends. Customers are not allowed in our production facility.

H. Pricing Discussion

Since the SOW and pricing was modeled after another vendors proposal to the original solicitation we are too using the same model, however since our process is more common in the industry and more logically organized the phases do not line up exactly with the model of the aforementioned vendor. Our pricing for the first phase represents the raw scanning effort only. Our pricing for the second phase represents the time associated with auditing and cropping the images and the indexing (even though the auditing actually occurs in the first phase). Our process for the third phase represents the time associated with rejecting and rescanning images (even though this occurs in the first phase) The aforementioned vendor suggests a rescan or adjustment rate of 10%. We have never seen a collection with a rate this high, in fact we are just now scanning fiche

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for the Illinois Geological Survey and their fiche was very poorly duplicated, severely skew and with the bottom two rows extremely light in some cases. We are seeing a reject rate of 2.58%. This has an impact on which vendor you choose. If a vendor is suggesting that their scanners and staff are producing illegible images on 4 of the 40 images per fiche, this drives the cost considerably higher for phase 3. We are suggesting that the rate will not be above 5% and this is how we are listing our numbers. We are providing unit rates for each process since the exact quantities cannot be defined.

We are providing two shipping options. The base proposal pricing includes ground shipping both directions with fedex. Below on the pricing sheet we provide pricing for transport with our staff in our company van stopping only for fuel. We are also providing additional costs to scan on site.

I. Staff Qualifications & Resumes

Key Staff

Eric Fleming, President & CEO
- Eric Fleming founded Perfect Image, Inc. in September 1994. The company has grown from 1 to over 55 full-time employees.
- Mr. Fleming is responsible for all aspects of the business including vision and growth, financing, developing and introducing new technologies, cultivating client relationships, training and mentoring staff, and directing technical sales and marketing.
- Mr. Fleming is responsible for the technical development of all tools and processes used in support of the business of scanning, drafting, and indexing.
- He is knowledgeable in every aspect of the business including scanning, vector conversion, 3-D modeling, drafting, field survey work, archive management consulting, and image enhancement.
- Mr. Fleming has been actively involved in all the company's projects including, but not limited to, the Army Corps of Engineers, BHP Coated Steel Corp., The Boeing Company — (Washington and California), City of Arlington, City of Kirkland, City of Monroe, City of Seattle, Colorado Department of Revenue, Intergraph Corporation, Jay-Tex Aviation, Lockheed Martin Skunk Works, Minnesota Land Planning Management, Microsoft, Naval Air Command, NBBJ, Oregon Steel Mills , Puget Sound Energy, Seattle City Light, Sacramento Municipal Utility District (SMUD), Tinker Air Force Base, Westin Hotels and Resorts Int'l, and Weyerhaeuser.
- Mr. Fleming has over 15 years experience in the imaging, CAD, document management and applications development fields.
- Mr. Fleming holds degrees in Mechanical Engineering from Columbia University and Math/Physics and Computer Science from Whitman College
- Prior to starting Perfect Image, Mr. Fleming was a practicing Mechanical Engineer and is a certified EIT.

Sean Chambers, Director of Operations
- Mr. Chambers has been with the company since October 1997.
- Mr. Chambers started as a drafting engineer and went on to become the project manager at Puget Sound Energy with as many as 25 full time staff on site at our customer facility.
- Since being promoted to Director of Operations in 2000 his responsibilities now include managing end-to-end operations in a company that specializes in scanning, document conversion, and drafting.

- o Responsibilities include overseeing project development, assigning project managers, reviewing progress, resolving issues, and meeting deadlines. He also acts as the project manager for various customers.
- o Prior to joining Perfect Image, Sean worked for many Civil Engineering and Construction companies in England, Ireland and Washington State, where he has gained valuable experience in managing projects.

John Dopp, Operations Manager
- o Mr. Dopp and his staff of 20 indexers and scanners are utilized for overflow indexing and any situation where the West Coast facility is completely out of service due to weather or catastrophe. We have duplicate equipment and procedures replicated in both offices which provide us with a back-up facility in the case of unforeseen disaster.
- o Mr. Dopp worked for SourceCorp in Virginia as a manager for four years prior to coming to Perfect Image.
- o When Mr. Dopp joined Perfect Image, his first task was to scan and digitize 10M microfilm images on site for the Maryland State Archives.
- o Recently, Mr. Dopp managed the weekly production of 600K double keyed and indexed images for the State of Connecticut.
- o In two years, Mr. Dopp's team scanned and indexed 40M images and emptied an entire facility full of boxes. Mr. Dopp has been employed with Perfect Image since 2002.

Production and QC staff are assigned as appropriate for each project and individual staff resumes can be provided upon request.

J. Ad Hoc Requests

If the Agency requires access to the documents this is generally handled via email at request@pimage.com which will notify our phones by text. If the request is more urgent a call can be made. Generally we need the document number and required time to turn the request.

We can provide the request in one of two ways:
1. Digitally: Depending on the urgency we will either put the particular box containing the file next in the queue or we will pull and scan the file on request. The file can be encrypted and transmitted over a secure FTP/email or it can be placed on an encrypted usb flash drive.
2. Original File: We can pull the file and drop it to the agency or agency staff can visit our site and pull the file. If the file leaves our site a Red Manila folder is placed in the box identifying where the file is going, with whom and contact information.

For proper security we ask that the Agency identify a Primary and Backup designee for making ad hoc requests. We will only field requests from these individuals.

Attachment 1 - Proposed Equipment

Equipment

Image and Index Accuracy is the most import asset in a data archive. We have seen agencies spend millions on a fantastic document management system and then not even ask how the data will get captured or what type of equipment will be used. Our first priority is using the best equipment and procedures to capture the film accurately the first time. We use DRS and Nextscan Film Scanning equipment exclusively. The equipment is 5x more expensive than their competitors in the market but it is for a reason and that is speed and accuracy. On perfect film most users would not know the difference, but when poor originals or poor film is encountered the lower end models will fail miserably. We have seen instances where even manual contrast adjustments to every image on a low-end model will not create a legible image, where automated scanning on a DRS or Nextscan produces highly legible images the first time. Since we suspect that he Agency will not have the staff or time to review 100% of the images, it is paramount that they select a firm using the proper equipment for the job. Our Nextscan equipment stores and uncompressed unaltered stream of film image data in a ribbon file. This allows the equipment to perform at its fully rated speed and insures that every frame on the film a captured in an unaltered state. The recognition of individual frames and any polarity, rotation, skew or crop adjustments are made in an auditing process. Since the data is uncompressed grayscale and the data is stored in an unaltered state rescanning is rarely necessary. The only event where rescanning would be required is if the fiche was created severely out of spec or if there was a filming/development error. Occasionally we can rescan with extreme lamp settings to extract additional data in the affected areas. Since ribbon scanning is a relatively new technology and not all scanners support it, it is important for the Agency to fully understand the advantageous. We have posted a very in depth discussion on the topic at our website (http://www.pimage.com/standards.htm)

Image QC: Our scanners scan all imagery directly to our Nextstar Server as an uncompressed grayscale ribbon file. Ribbon File Scanning is the only technique that can guarantee 100% image capture. Please see our website for documents pertaining to Ribbon File scanning and a video of how ribbon scanning and auditing works.
(http://www.pimage.com/technicalvideos.htm) Any other method or equipment used runs the risk of skipping an image that is too light or too dark with no way for an operator or QA tech to know that it had been skipped unless they physically count the frames on the fiche and compare that to the output.

The first step in QC is called Auditing. The operator is presented with and overview of the entire fiche showing a green box around each frame that

is recognized. A screen shot from our project with the California Department of Real Estate follows along with a short discussion.
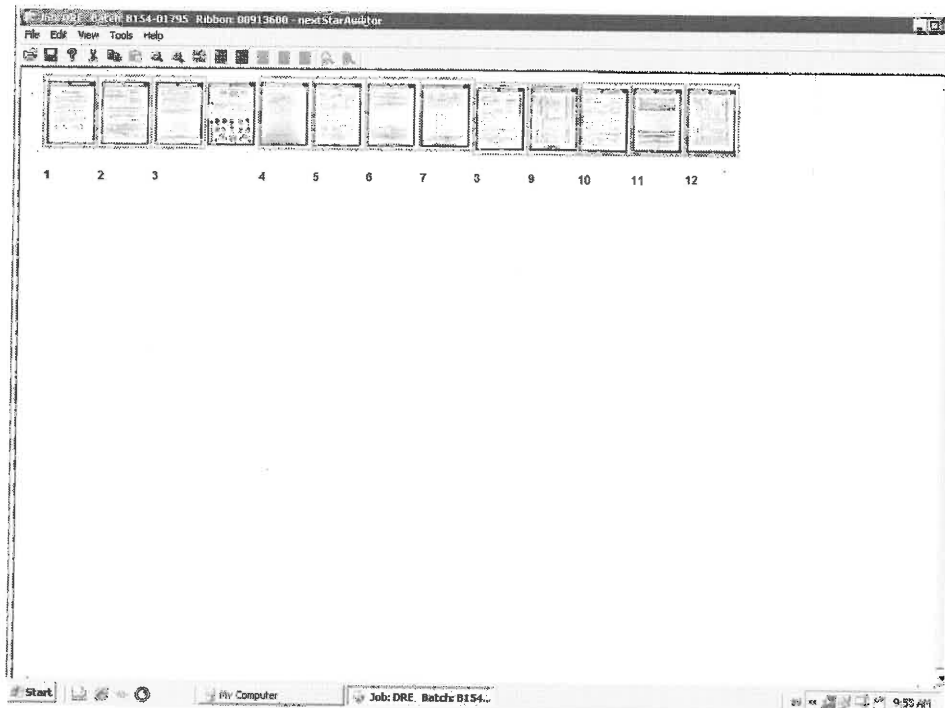
Notice that there is no green box around the frame with the fingerprints. This was a requirement of this specific contract that no fingerprint images are captured, but it is also representative of what an audit would look like if a frame was skipped by the scanner. Since this data is a continuous ribbon (i.e. all for the entire reel is captured, not just the data for each frame) it allows our operators to adjust each frame if the scanner does not recognize the frame boundary correctly. In other words we can adjust the crop and skew here manually without any rescanning. Any scanner that does not have ribbon file technology would require a rescan of any frame that is improperly cropped during the scanning process. We will review the entire roll of film to insure that each frame is captured without cropping.
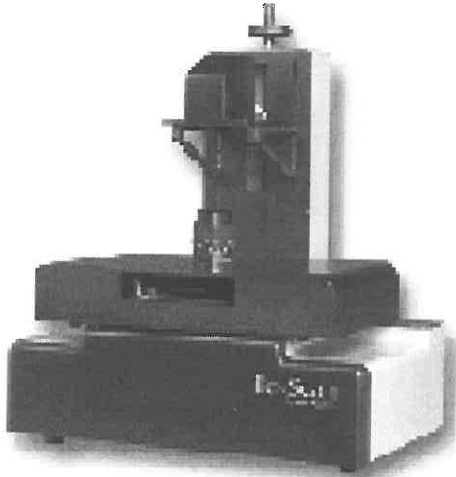
Microfilm, Microfiche and Aperture Card Scanning 16mm/35mm: Our Nextscan Flexscan Scanner is coupled with Nextstar Ribbon Scanning Technology to virutally eliminate rescanns and guarantee that each frame is captured as legible as the film. The FlexScan 3 in 1 scanner is designed to offer a complete package for users with rollfilm, microfiche and aperture card scanning requirements. Scan rollfilm up to 600 pages per minute or microfiche up to 125 pages per minute, grayscale or bitonal at the same output speed. Scanned images are sharper with better edge definition because nextScan uses fiberoptics in FlexScan for its light source, eliminating hot spots and uneven lighting. In 2012 we were one of the first service bureause to implement nextScans Batch Feeder assemblys on our units. This allows us to load up to 50 fiche in each unit for processing.

Microfiche Scanning 16mm/35mm/105mm: Our DRS fiche scanner is the only commercially available scanner of its type in the US. The optics and auto-load fiche transport system makes it superior to every other fiche scanner in the industry. DRS has successfully navigated the problem with static electricity buildup that has plagued the industry for years. Everything that touches the fiche is made of wood. The unit can successfully transport thousands of fiche without jamming and the optics produce grayscale images that guarantee complete capture. Other units in the industry offer grayscale but don't have the necessary optics to capture poor quality originals.

Attachment 2 – Ribbon File Scanning Defined

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Ribbon File Scanning
Document Rev 1.0 Dated: 09July2009

Definition: The process of capturing image data directly from the scan device and writing it to a continuous uncompressed stream of data (ribbon file) on a server in its unaltered state. The ribbon file is then processed using advanced capture and recognition techniques to recognize and enhance the data for review and output by an operator. Ribbon File capture is device independent. It can be used and is available currently for Film, Fiche and Aperture Card devices directly, and allows for image import to support legacy and other devices such as document scanners, large format scanners, book scanners, overhead planetary scanners, flatbed scanners and slide/film/photographic scanners.

Preface: Please understand that this analysis, evaluation and opinions are from a Service Bureau who's goal it is to create the highest quality imagery at the most economical price. This document is not intended to recommend one manufacturer or technique over another, as each piece of equipment and software has its application and there are archives where each of the devices may be appropriate. This document is intended to explain a bit of history in film capture and describe what the latest technology is and provide visual examples. While this document briefly touches on capture speed and quality, it leaves the larger discussion surrounding image capture for another document. To be forthcoming this vendor has owned/acquired three Mekel roll film scanners in 1999-2002, a Mekel fiche scanner in 2002, a DRS fiche scanner in 2003, an OCE aperture card scanner in 1995, a Nextscan Eclipse 300 in 2003 and two Flexscans in 2008 and 2009. We have seen a Sunrise film scanner in 1999 and evaluated the output from another vendor from a Mekel Mach V in 2009.

History: In production film scanning, there are four main film scanner manufacturers Mekel (www.mekel.com), Nextscan (www.nextscan.com), Sunrise (www.sunriseimaging.com) and Wicks and Wilson (www.wwl.co.uk). They each offer film, fiche and aperture card solutions.

Prior to 2002 the scanners were very expensive, very slow, the optics were quite poor, the software was very complex and it required an operator with very advanced training in order to capture the more difficult or poor quality source medias. During this era poor quality originals that lacked good contrast, had varied frame to frame or inter-frame tonality, had varied frame size or were developed improperly were very hard to capture in a single scan of a reel. This required a high amount of quality control and a significant amount of rescanning in order to guarantee complete data capture. Grayscale scanning was available as an option and it caused the scanning devices to slow to a crawl. Most

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customers could not accept grayscale because their viewers did not support it and they could not afford the storage to host it. The only transfer medium at the time was CD's or hard drives in a caddy, so all of these combined to make grayscale scanning a bit impractical.

From 2002 there was more competition in the market, the price came down, the speed got much faster, the optics were improved slightly and the cost of storage was drastically reduced (to include USB drives and DVDs as a transfer medium) Grayscale scanning was included as a standard and around 2005 the devices began to output grayscale and monochrome simultaneously without affecting performance. However the processing of the imagery still occurred on the scanning device either in hardware or software. The software was still very complex and it took a very highly trained operator to capture the imagery. The devices generally worked from a preset profile that had three distinct aspects or configurations. 1) Frame Recognition 2) Crop, Rotation, Mirror, Polarity and Skew Correction 3) Image Enhancement, to include Sharpening, Despeckling, Compression and Binarization. These profiles were generally set up for each customer and adjusted by the operator based on the first say 30 or so frames on the reel. The problem with this technique is that occasionally the frames on a reel can change tonality or contrast for a number of reasons. In addition film can contain varied frame dimensions and polarity. If heavy image processing were needed on the images, the CPU cycles needed for this could impact the throughput of the scanning device particularly if the device was attempting to capture monochrome and grayscale at the same time at high resolution and with significant image sharpening.

In late 2008 the industry adopted a strategy to separate the film capture from the film processing. This freed up the processors on the capture device to dedicate their CPU cycles to image capture and all of the CPU cycles that were previously dedicated to frame recognition, image processing and enhancement were now available to speed the rate of image capture. This allows the current scanners to run at fully rated speed, regardless of any detection, image processing or enhancement, since these processes occur on a separate client or server. This separation also has the added benefit that the advanced skills necessary to produce high quality output are moved off of the scanning device and onto the "ribbon server." This allows an operator with less technical skill to operate the capture device. The operator still needs to load the film, name the reel and verify that the unit is in focus and has the proper initial illumination. They also have to deal with any serve problems on the film, such as broken film, short leaders and trailers and any areas of the film where the film is fogged or improperly developed. From our experience as long as the unit is in proper focus and the film has proper leaders and trailers, the only time where rescanning is required is

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if the frames are fogged mid-span on the film. Fogging is generally a result of excess light, improper temperature or and imbalance of chemicals are introduced during the original development of the film. Since this will cause an extremely dark or light section of film, for which the scanners are not designed to dynamically adjust, the operator will need to manually adjust the illumination and rescan that portion of the film. This is considered a filming error, but can be corrected for through rescanning if the section of film is legible. Prior to ribbon file capture and review, these fogged areas, particularly if they were very small, would go un-noticed unless 100% of the frames were reviewed and compared to the original. Prior to 2008 a capture device could effectively skip over these areas and unless the operator was watching the screen, nothing would be written to file and the error would not be caught in QA.

The process of reviewing the ribbon file and correcting frames is called auditing. The person performing the auditing needs to be very technical and it is important and very beneficial if they have had experience with legacy technology as it will help them to recognize areas and particular frames on the film where there is a potential for problems. They will generally focus extra review on the frames with light stamps, signatures and very light or dark frames. A vendor with ribbon capture technology can have a single auditing technician support multiple scanners. We have performed a number of jobs with the scanner and server on site and our auditor performs remote auditing. This allows us to place a scanner and an operator anywhere to capture the data. Technical videos the ribbon scanning and auditing process can be access through our website at http://www.pimage.com/technicalvideos.htm

The following manufacturers have their own versions of ribbon file capture and processing. Each differ slightly in technique and user interface, but the basic premise is the same. Sunrise has Reel/Row Scan, Wicks an Wilson has Virtual Scan Station and Nextscan has Nextstar. Mekel, as of yet, does not offer the ribbon file data capture and processing. In addition, Mekel, in our opinion, attempts to confuse potential customers by stating that detection, processing and enhancement is better done at the device because it does not require extra auditing steps to produce the output. All of the devices from the other manufacturers can run in the pre-ribbon file mode just as Mekel proposes, but the industry is clearly moving away from this techniques as the new technology reduces risk of lost data, improves throughput and final image quality. That being said Mekel scanners do certainly have their applications in the industry and they are very competitively priced.

Problems with Legacy Technology: The biggest concern for legacy technology is missed frames and high incidence of rescanning required for poor

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quality film and filming errors. If the scanner is more than one year old and customer/vendor does not have an alternate method to guarantee 100% image capture, then it is recommended that at a minimum the customer retain the film so that they still have access to the data in some fashion.

It is even more important that data be captured and delivered in grayscale on a legacy device since they do not have the ability to dynamically adjust for binarization without rescanning. There are tools to re-binarize from grayscale however it can be time consuming.

Frame Detection: As we discussed earlier fogged portions of the film can be skipped by these devices. Prior to ribbon scanning, the devices look at the image stream histogram to find a peak in the histogram associated with a change in polarity on the film. Generally the frames on film (fiche, roll film, app card) are black with the balance of the film being white (or vice versa). This causes a peak in the histogram just before and just after the frame. The scanners use this information to find the edge of the frame in the linear direction. In the transverse direction the operator defines the maximum width of the frame and software techniques are used to find the edge of page again based on a polarity change in the histogram. The problems with this technique is that that are problems with the histogram in many cases, and an operator, in an attempt to minimize the number of frames that are not cropped properly could errantly restrict the length or width of the frame too small, causing a frame to be cropped or even skipped before the file is ever written to the drive.

Examples of histogram problems:

1. Engineering drawings: we have seen instances where mixed polarity engineering drawings are filmed on the same reel. The scanners have no problem identifying the frames where a white engineering drawing captured as the film background is black and a polarity change occurs. The problem is that older sepias and very old technology for engineering drawings had black drawings with white text. When these are filmed adjacent to white drawings with black text, the result is a black drawing with black film background and not peak in the histogram. The result is that the scanning device skips the drawing. The only way to deal with this is to set the scanner to scan lead edge to lead edge and turn cropping off, which means it writes all of the data to the drive without cropping. When a black drawing is filmed adjacent to a white drawing, they are both written to the same file. It is then very time consuming to review and crop all of the drawings. The same thing can happen with Photostats intermixed with white letters in document filming.

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2. Large graphics and black areas within a page. This can also cause peaks in the histogram, causing the scanner to inaccurately detect a new frame within a page. There is a technique called a re-arm setting that forces the scanner to effectively not look for a new edge until it has scanned a certain width which can help prevent this error, but it is ineffective when small receipts or engineering drawings are mixed with documents.

3. Long documents: Long reports, long maps such as survey or road, bridge maps, well logs, etc do not scan well on these legacy devices as they generally have a maximum image width. Since they are scanning to memory, then writing the file once the trailing edge is detected, the memory can fill up, and this defines the maximum length of the file. If a long document is intermixed with other letter sized documents, it can cause the long document to be cropped.

Image Processing: Image processing includes mainly correction for image crop, skew, rotation, mirror and polarity. Generally these items are configured in a profile and adjusted slightly by the operator based on review of the first frames on the film. If the polarity, orientation or mirror of the frames are inconsistent on the film, it requires manual review of thumbnails or at full frame to review and correct. This does require at a minimum 100% of the frames to be reviewed in thumbnail. There are OCR technologies that can assist with this, but these can also introduce error, particularly if graphics are present in the frames. The problem is with image skew and crop. If the skew is incorrectly determined the corners can be cropped off. The crop definition is generally set as a definition for the all sides equally or each side individually in terms of how many points the software should test and how aggressively it should crop. If the frames are consistent on the film or if the operator is not too aggressive then there is a high probability that all the frames will be cropped properly. If they are inconsistent, the result will be extra large black borders around images or cropped images. The latter can only be correct by rescanning, the former can be corrected by manual review of the images and manual cropping. If data is cropped of prior to writing the file, the only solution is to rescan that frame. The production scanners are not well designed for individual frame scanning, however they do have a feature to advance to a specific frame. If the vendor retains the frame number in the filename or elsewhere it makes it a bit easier to rescan. Our experience is that it takes longer to find and re-scan five individual frames that it does to scan the entire roll a second time.

Image Enhancement: This is a process of improving the definition of the characters by sharpening, removing speckles on binary (monochrome, 1bit) images and binarizing (converting to monochrome) the imagery. If a legacy scanner is scanning in monochrome only, the only way to correct for improper

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binarization is to rescan the page. Binarzation of film images is particularly problematic since there are so many factors that impart low contrast or tonality to the resulting data including:

1. Low contrast originals like faded faxes, the bottom copies of multipart forms which are blue with very faint typed text from the carbon process which could include manual annotations in ink, dark blue or red forms with pencil, light date stamps and signatures including stamp that were not made with even pressure, highlighting in particular blue, green and orange highlighting, maps and drawings.
2. Second, third and fourth generation data. Consider a document that is faxed, then copied, then filmed, then the film is duplicated, then scanned. The digital version will be sixth generation. There are so many areas where manual or equipment problems could impart noise dirt or otherwise degrade the data that capturing these in monochrome can be very challenging.
3. Filming and development errors. Frames can have shadows, affects from light intrusion during filming and fog or developing errors associated with temperature and chemical problems during development.

If a vendor has the proper tools they can further enhance imagery post scanning as long as the images are stored in a un-enhanced version. For instance if a high level is set at the scanner and that causes ghosting or pixelization, the frame cannot be unsharpened to restore the original fidelity of the characters. Since ribbon files are stored in un-enhanced native data files, the frames can be enhanced in batch or reviewed and enhanced individually.

The Future of Ribbon Technology: As data storages costs continue to drop more and more customers will consider archiving their ribbon files. We currently offer ribbon file hosting and remote auditing to our customers, in fact we are the first service bureau to offer ribbon hosting commercially.

Since most of the frames on film are generally legible, particularly in grayscale, it means that effectively 95% of the frames are good in monochrome and 99%+ are good in grayscale. The majority of the effort and cost is to locate and correct that last 0.5-1% of the frames that have problems. By archiving and hosting ribbon files our customers will be assured that their data is captured and available just as the original reel was presented. If they choose to reduce the cost of capturing those reels electronically they can choose to host the ribbon files with us. We deliver and or host the monochrome and grayscale output from those ribbon files. If they recognize a frame that could benefit from image correction or

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enhancement, they can log onto our servers, perform the auditing on that frame, then output new versions of the gray and monochrome image.

Summary: Digital Film Capture is a very complex process. The increased competition in the industry has afforded some major advances in technology over the last ten years. In the last year we have finally reached a point where service bureaus can easily guarantee their customers that they have captured 100% of their customers data legibly. Previously this was very hard to claim and even harder to validate or deliver. Ribbon File technology provides a more economical, secure and confident method for digital film capture. Now the industry can concentrate on improving optics, clarity and capture speed.

Attachment 3 - Frame Scanning vs. Ribbons Scanning

Frame Scanning vs. Ribbons Scanning
Different Technologies Very Different Results
Document Rev 1.0, Dated 23March2011

It is important to first understand that economical film scanning occurs in batch. The entire reel is scanned using pre-defined settings in an automated film advance mode. Scanning at rates from 100 to over 500 images per minute. While it is possible on some older machines and on reader printers to manually advance one frame at a time, adjust the settings, crop, rotate, adjust density and lamp, capture the image then advance to the next frame, this is a very time consuming and expensive process that yields at most 5 frames per minute. It is extremely rare to find an application where this antiquated process would still apply. Some companies may apply this technique for adhoc requests or for rescanning. The two production scan processes currently in place are *frame scanning* and *ribbon scanning.* Both technologies are available to scan each type of microform (microfilm, microfiche and aperture card)

Frame scanning technology has been in place since the first film scanners were created by Sunrise, Mekel and later by Wicks and Wilson and Nextscan. Frame scanners write data one frame at a time. In all cases there is a feedback to the CCD array (Camera) which tells it when to start scanning and when to stop. This defines the frame to the capture system. In the early days there was a separate optical sensor that was manually set by the operator. The operator visually defined a position on the film where the system would detect peaks in the histogram (see figure 1). Peaks in the histogram represented the black space between the frames on the film. These peaks were then used to fire the CCD array to capture the image. Later improvements allowed the operator to set the camera to fire a certain distance before the peak and stay on a certain distance after the peak. This separate optical sensor was placed upstream in the scan path about 0.5 to 1 inch in front of the CCD array. As the technology in frame scanners advanced, the separate sensor was removed and the CCD array did the detection at the software level. The operator, using a representative scan section of the film, analyzed the histogram to adjust the settings for the entire reel. These settings told the scanner when to start writing data and when to stop. At this point in time it was not economical or technically feasible to store the entire data stream. Since the data stream is not stored, frame scanners must process the images as they are scanned including any binarization, cropping, skew, mirror rotation, etc. This impacts accuracy and speed as this requires CPU cycles. It is not uncommon to slow a frame scanner by 66% by increasing the sharpening or switching to grayscale output.

Ribbon Scanning was first available in 2007. Ribbons scanning stores a single uncompressed grayscale data stream of the entire reel. Detection of frames and all image processing is performed as a separate auditing step on a completely separate machine. Not only does this allow the scanner to run at fully rated speed, but it allows the operator to correct for errors in frame detection. All ribbon scanners can also run as frame scanners.

Ribbon scanning technology is available as an optional upgrade to each of the manufacturers units created in the last 4 years. Reference the following documents for a more in depth discussion on ribbon scanning

http://www.pimage.com/Ribbon_File_Scanning.pdf
http://www.nextscan.com/pdfs/NextStar_White_Paper.pdf
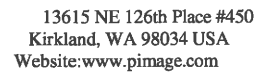http://www.thecrowleycompany.com/downloads/pdf/sell-sheets/MekelQuantum-SellSheet.pdf
http://www.wwl.co.uk/documents/VirtualScanstation.pdf

Challenge - Missed Frames: The biggest risk with a frame scanner is if something on the reel is missed completely. Since a frame scanner only displays the frames that it actually writes to disk and since they can display on the screen at up to 500 images per minute, there would be no way for an operator running the scanner to recognize a missed frame. Typically frame and even ribbon scanning is run in unattended mode where the operator loads the roll, adjusts the lamp, starts the scan process, then works on another task for the next 20min to hour it takes to scan the reel. If a frame is missed on a frame scanner the only way to detect it would be if every frame was numbered on the film or if the operator compared the images to the original film using a reader printer. Rarely is film tagged with a sequential number on every frame and comparing images to film on a reader printer is exhausting and not economically possible. If the film is blipped (see Film Blip in Figure 1) frame scanners can be very accurate at detecting each frame by setting the detect band to detect on the blip, however it is not uncommon for a roll of film to have one or more frames where the blip was not present and in this case a frame scanner would miss the frame entirely. If the film is in good condition with consistent document types and no filming errors, a frame scanner should detect all of the frames accurately, there is just no guarantee unless someone was to review every frame of every reel prior to or subsequent to scanning. Figure 1 below shows the basics of film detection. It also shows an example of a good roll of film with consistent document types and sizes, consistent frame density and a leading edge blip. Notice that the film blip is technically not at the leading edge.

Figure 1

There are over 50 settings that affect frame detection. It is not automatic and it takes an operator with very advanced skills and lots of experience to set a frame scanner up for challenging film. Simple and consistent film, like the film described in Figure 1, can be setup relatively easily. On challenging film where frames overlap, positive and negative frames are present, photostats, engineering drawings and small receipts are intermixed in the reel, the setup can be very time consuming and in some cases even impossible. One of the major challenges comes when setting up a project or are reel. The operator has no idea what subsequent reels will contain, nor do they even know if the film will change mid-span. It is not uncommon for an agency to film open books in a two up format followed by engineering drawings, then finish off the reel with a box full of miscellaneous loose pages, receipts and inverted photostats. No single frame detection setting will capture all of these items when filmed on the same reel. A reel like this on a frame scanner would need to be scanned in three sections with three different settings.

Figures 2a shows how a frame scanner could entirely miss an image if it is two dark to trigger the frame detect threshold. It also shows how excessive skew can cause image crop and how frames too close together can cause them to be combined. These can all be easily recognized and corrected in the auditing process of a ribbon scanner as shown in figure 2b.
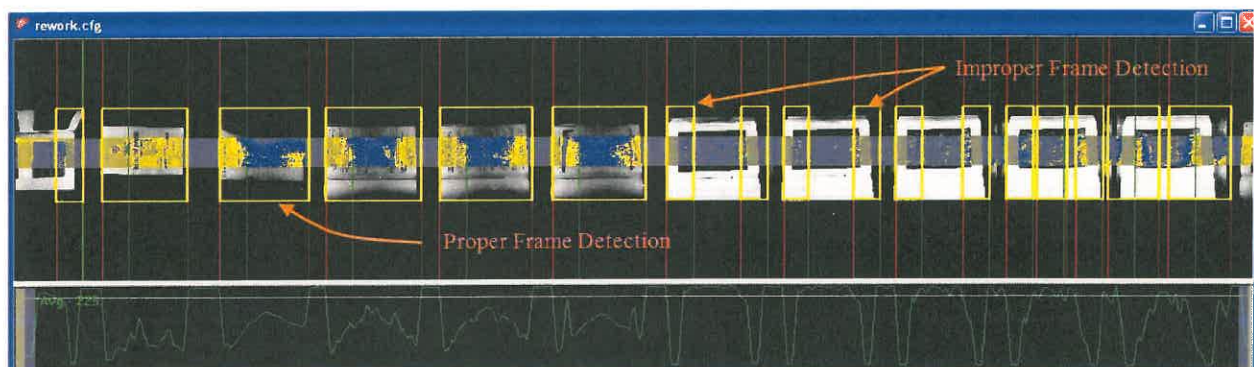
Figure 2a

Figure 2b

Challenge - Cropped Frames: The second challenge with a frame scanner is not that it misses a frame but that it crops a frame. Since a full data stream is not present, the frame must be rescanned from the original roll. This requires the operator to reload the film, advance the roll to the particular frame then rescan and overwrite the individual frames. While it is possible to do this, if there are a number of cropped frames or the reel is very poor quality it can take longer to correct individual frames than it took to scan the reel in batch mode in the first place. Figure 3 shows how a frame scanner could improperly detect frames and as a result crop data, requiring rescanning. Each yellow box would output an image bound by that box, so all of the frames on the right half would need to be caught in QC and rescanned.

Figure 3

Figure 4 shows how a frame with multiple polarity is improperly recognized by the frame detection algorithm. It is common to have a photostat (black with white text) taped into a book with white pages and writing on the frame around the photostat (white with black text) all on a roll of film with a black inter-frame gap. This can result in the text written on the white book pages to be cropped off.
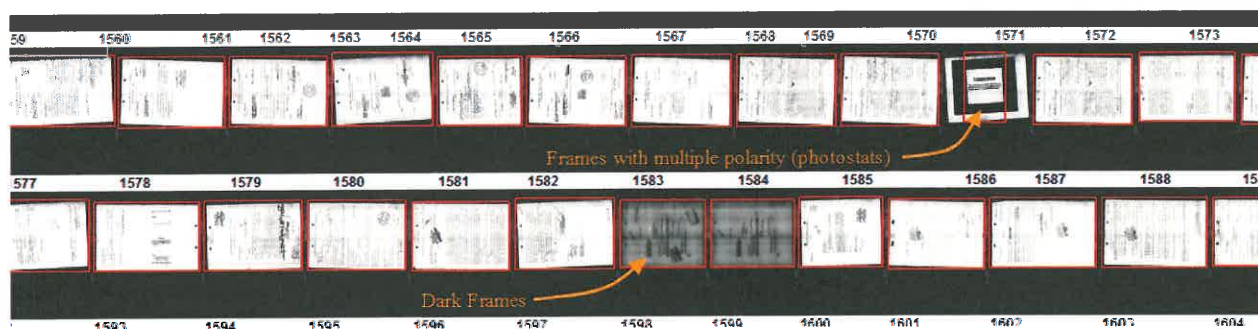

Figure 4

Challenge - Binarization: The third challenge is correcting for improper binarization. Binarization is the process of generating a monochrome (1bit image) from a grayscale image (12bit, 8bit or 4bit). Think of photocopying your driver's license. The text is generally legible but the photograph is a black blob. This is the result of improper bianarization. In order to capture the photograph you have to switch the copier into halftone or photo mode. True photo mode uses gray ink. Scanners have the same problem with binarization. Each scanner has software to create monochrome imagery from the grayscale data stream. Some do it better than others and all of them will have problems with specific types of documents. The accuracy of the conversion to monochrome largely depends on the skill and experience of the operator, the tools they have at their disposal and the budget they have to implement those tools.

Some frame scanners allow the operator to store both a grayscale and a monochrome versions however it significantly impacts frame throughput. In this case an operator could review every image and re-create any monochrome image from the grayscale, however the tools for this are generally not very good and the binarization is not dynamic, it is more trial and error. The operator could also elect to deliver the grayscale image in lieu of the monochrome where poor quality frames are encountered. The process of re-binarizing images to create a single highly legible monochrome archive is very time consuming, it could easily double or tipple the project cost and as a result most agencies are moving towards full grayscale scanning.

With ribbon scanning, the auditing process affords a dynamic process for re-binarization, allowing for more efficient and cost effective correction for poor quality originals or filming. (see the following video for a live demonstration of the auditing process Ribbon File Auditing) The two biggest challenges with binarization is inconsistent frame density between frames, like a blue or dark green form with faded text adjacent to a white page with high contrast black text or inconsistent density within a frame like the bottom pink copy of a multipart form having faint typed data where someone has written on the copy with black marker. Light date stamps, seals and signatures on pages with high contrast printed text can also be very challenging. If the operator increases the threshold so that the signature can be read, all of the text on the form will bleed together and become illegible. The best solution in these cases are to deliver these frames in grayscale.

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Conclusion: In conclusion, conversion service bureaus have struggled for many years with how to guarantee high quality data capture from microform. Prior to ribbon scanning it required many checks and innovative techniques to effectively simulate ribbon scanning by not cropping images and storing backup grayscale imagery. This required many hours of review and correction and some rescanning. Even with these techniques in place a frame could still be missed entirely and nobody would know. There are many image archives in existence today that were scanned from film with a frame scanner and are missing frames. Ribbon scanning eliminated this risk and provided the necessary, efficient tools to review and correct for errors in frame detection. It also afforded the operators the tools to dynamically adjust for skew, rotation, mirror, polarity and binarization. If an agency has any concern over the quality of their film, they should fully understand the advantageous of ribbon scanning over frame scanning and take that into account, particularly if they are considering a lower priced solution on a frame scanner that is using old technology.

Attachment 4 – Qualification and Certification Form

QUALIFICATION AND CERTIFICATION FORM

This exhibit shall serve as a requirement to enable the evaluation team to assess the qualifications of Contractors under consideration for final award.

The information may or may not be a determining factor in award.

Contract Number 092815 Document Scan Conversion for the Gila County Recorder's Office

The applicant submitting this Proposal warrants the following:

1. Name, Physical Address, E-Mail Address and Telephone Number of Principal Contractor:

    Perfect Image, Inc.
    13615 NE 126th Place #450
    Kirkland, WA 98034
    425 576 0989
    eflem@pimage.com

2. Has Contractor (under its present or any previous name) ever failed to complete a contract? _____Yes __x__No. If "Yes, give details, including the date, the contracting agency, and the reasons Contractor failed to perform in the narrative part of this Contract.

3. Has Contractor (under its present or any previous name) ever been disbarred or prohibited from competing for a contract? _____Yes __x__No. If "Yes", give details, including the date, the contracting agency, the reasons for the Contractors disqualification, and whether this disqualification remains in effect in the narrative part of this Contract.

4. Has a contracting agency ever terminated a contract with the Contractor prior to contract expiration date (under your Contractor's present or any previous name)? _____Yes __x__No. If "Yes", give details including the date, the contracting agency, and the reasons Contractor was terminated in the narrative part of this Contract.

5. **CONTRACTOR MUST ALSO PROVIDE *AT LEAST* THE FOLLOWING INFORMATION ALONG WITH THEIR PROPOSAL SUBMITTAL:**   All items in this list are provided in our narrative response.
    a. A brief history of the Company.
    b. A Cost Proposal shall be submitted on the Price Sheet, attached herein and made a full part of this contract by this reference.
    c. A list of previous and current customers, which are considered identical or similar to the Scope of Services described herein, shall be submitted on the Reference List, attached herein and made a full part of this contract by this reference.
    d. List the specific qualifications the Contractor has in supplying the specified services.
    e. A list of any subcontractors (if applicable) to be used in performing the service must accompany the Proposal.

6. Contractor Experience Modifier (e-mod) Rating in Arizona:

_____   n/a
      (If Applicable)

A method the National Council on Compensation Insurance (NCCI) uses to measure a business' computed loss ratio and determine a factor, which when multiplied by premium, can reward policyholders with lower losses. E-mod rate may be a determining factor in bid award.

7. Current Contractor Business License Number:

_____   n/a
      (If Applicable)

8. Contractor must provide copies of all required Arizona Certifications and Licenses in performing the scope of services provided in this request for proposals.

     No licenses required

_____
Signature of Authorized Representative

Eric Fleming
_____
Printed Name

President
_____
Title

27January2016

Attachment 5 – Microfiche References

REFERENCES LIST

References

Please list a minimum of three (3) references for contracts of similar size and scope as this Request for Proposals during the past twenty-four (24) months, in or as close to Gila County as possible. Bidder may attach further reference information as necessary.

References are provided as Attachment 5

1. Company Name: _____

   Contact: _____

   Phone: _____ Address: _____

   Job Length of Time: _____Months _____Years

   Job Description: _____

   _____

   _____

2. Company Name: _____

   Contact: _____

   Phone: _____ Address: _____

   Job Length of Time: _____Months _____Years

   Job Description: _____

   _____

   _____

3. Company Name: _____

   Contact: _____

   Phone: _____ Address: _____

   Job Length of Time: _____Months _____Years

   Job Description: _____

   _____

   _____

Perfect Image, Inc.
_____
Company Name
Eric Fleming
_____
Signature of Authorized Representative
President
_____
Title

Microfiche References

Santa Clara Valley Water District
Lonnie Spin
LSPIN@VALLEYWATER.ORG
(408) 630-2947
Current Customer

Scanning and indexing of an estimated 1.6M images from 137k fiche from 100 rolls microfilm. The fiche are a mix of 16mm, 35mm and mixed 16/35mm jackets. Scanning is performed at 200dpi grayscale generally indexed by information on the fiche titlebar.
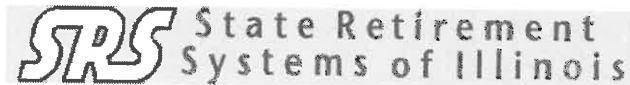
Illinois State Retirement System
Dave OBrien
217 785 6970
Dave.obrien@srs.illinois.gov
Contract Value: 650k
Contract Dates: 2012

Scanning of 8M Active Member Files from paper and microfiche. All member files flagged by the state as potentially containing medical documents underwent a page by page review to flag and extract any of over 30 medical documents. The medical documents could be in the paper or the film archives and they are delivered to the state with a separate security flag. Due to the nature of how the state filmed their documents, the microfiche require a 100% image by image review to adjust for overlapping chips and stickers that were affixed to the fiche obscuring data. The project was started in February 2012 yielded 8M images indexed by SSN, Last, First, Doctype. The accuracy requirement is 99.5% and we completed the project with an average that exceeded 99.99% for image and index accuracy.

Sacramento Utility District (SMUD)
Joe Wilson - Joe.Wilson@smud.org (949 291 6921)
Michelle Zuniga - Michelle.Zuniga@smud.org (916-732-5726)
2013

Perfect Image was awarded a contract to scan approximately 2 million images from 120k mixed format microfiche and 90k images from paper and drawings not yet filmed. The effort consisted of converting documentation from SMUD's joint pole group. The originals were transported in our company van using our staff from Sacramento to our Kirkland Facility for conversion. Since records could span multiple fiche and since fiche could contain a mix of drawings on 35mm and documents on 16mm, we formulated a process that delivered a single pdf for each pole number. The fiche and paper were scanning in full grayscale to support and properly capture any light signatures, engineering stamps and handwriting. The project was completed on time and on budget at an extremely high rate of accuracy.
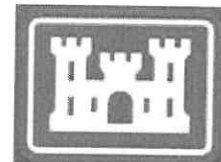
Government Printing Office – Army Corps Galveston
Project Reference: pamela.thibodeaux@usace.army.mil
Contract Reference: rtrussell@gpo.gov
Oct2014-Jan2015
Project Value: $99k

On site scanning of approximately 42k microfiche containing permitting plans and specs for the Army Corps. Fiche are 16mm jackets grouped in sleeves by permit number contain an estimated total of 1.8M images. Scanning is performed on site over 4 months with one operator on a single Nextscan Flexscan running one shift. The images are scanned in grayscale and delivered as a single pdf named by the permit number.

Iowa Public Employment Relations Board
Mike Cormack
Mike.Cormack@iowa.gov
515.281.4046
March – July 2015

Scanning and indexing of mixed format 16mm microfiche jackets and vertical COM/Microsize formatted Fiche. The project is expected to yield just under 900k images and 750k indexed characters.

Recorder Office Experience

US Archive and Imaging Services
Noreen Plath
nplath@usaimaging.com
15315 NE 90TH SREET
REDMOND WA 98052
425-822-5170
Current Customer

Bound Book, Film and Fiche scanning and indexing for various Counties. USAIS is the prime contractor for a number of Auditors and Clerks in the Northwest. We have scanned and indexed Deeds, Contracts, Marriage Licenses, Mining records and many other official records for Douglas, Clark, Grant, Island, Okanogan, Skagit and Clallam Counties. Over four years we converted millions of images from film, fiche and over a hundred thousand from bound books. Most of the images are indexed by Auditors File Number (or lacking that in the older books, volume and page number.)

The Hamilton County Recorder's Office
Steve Burns
(513) 946-4564 or 513.946.4561
steve.burns@hamilton-co.org

(HCRO) is charged with the maintenance and preservation of public records. The HCRO implemented an automated system that allows for the search and retrieval of indexed real estate data and corresponding record images. The system was enhanced by Perfect Image with additional images that are comprised of the 8th Series Books. This group of Books included approximately 550 canvas covered volumes, 18" x 15", housing loose leaf sheets, each containing an average of 300 pages, double sided. Information is captured on both sides, but in many cases contains blank pages. Blank pages were not scanned, but alpha and numeric titles (located on top corner of each page) were recognized and stored when creating index. All of the scanning was performed on site and totaled approximately 300K images.

Attachment 6 – No Collusion

AFFIDAVIT BY CONTRACTOR
CERTIFYING THAT THERE WAS NO COLLUSION
IN BIDDING FOR CONTRACT

STATE OF: *WASHINGTON*   )
)ss
COUNTY OF: *KING*   )

Eric Fleming
_____
(Name of Individual)

being first duly sworn, deposes and says:

That he/she is _____President_____
                                    (Title)

of_____Perfect Image, Inc._____ and
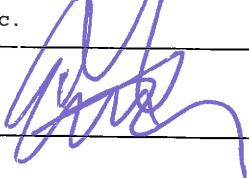   (Name of Business)

That he or she is bidding on **Gila County BID NO. 092815 DOCUMENT SCAN CONVERSION FOR THE GILA COUNTY RECORDER'S OFFICE, GLOBE, AZ,** and,

That neither he or she nor anyone associated with the said

_____Perfect Image, Inc._____
                        (Name of Business)

has, directly or indirectly entered into any agreement, participated in any collusion or otherwise taken any action in restraint of free competitive bidding in connection with the above mentioned project.

Perfect Image, Inc.
_____
Name of Business

Eric Fleming
_____
By

President
_____
Title

Subscribed and sworn to before me this __27th__ day of __JANUARY_____, 20 _16_.

_____
Notary Public

My Commission expires:

__7/19/2018_____

Attachment 7 - Subcontract Intentions

CERTIFICATION: INTENTIONS CONCERNING SUBCONTRACTING

At the time of the submission of bids for Request for Proposals No. 092815, Document Scan Conversion for the Gila County Recorder's Office, my intention concerning subcontracting a portion of the work is as indicated below.

In indicating that it is my intention to subcontract a portion of the work, this will acknowledge that such subcontractor will be identified and approved by the Facilities Manager prior to award of the contract; and that documentation, such as copies of letters, requests for quotations, quotations, etc., substantiating the actions taken and the responses to such actions is on file and available for review.

A list of any subcontractors (if applicable) to be used in performing the service must accompany the Proposal response. The list must include the subcontractors name, address, and phone number.

Any subcontractor not listed with the bid must be approved by the County Facilities Manager prior to providing any work pursuant to this contract. Further, contractor warrants that all subcontractors will comply with all terms and conditions of this contract including but not limited to all insurance and worker's compensation coverage provisions of this contract. The County reserves the right to terminate the contract if the contractor fails to comply with the provisions of this certification.

☐ It is my intention to subcontract a portion of the work.

☒ It is not my intention to subcontract a portion of the work.

Perfect Image, Inc.
_____
Name of Firm

Eric Fleming
_____
By: (Signature)

President
_____
Title

Attachment 8 - Legal Workers Compliance

LEGAL ARIZONA WORKERS ACT COMPLIANCE

Contractor hereby warrants that it will at all times during the term of this Contract comply with all federal immigration laws applicable to Contractor's employment of its employees, and with the requirements of A.R.S. § 23-214 (A) (together the "State and Federal Immigration Laws"). Contractor shall further ensure that each subcontractor who performs any work for Contractor under this contract likewise complies with the State and Federal Immigration Laws.

County shall have the right at any time to inspect the books and records of Contractor and any subcontractor in order to verify such party's compliance with the State and Federal Immigration Laws.

Any breach of Contractor's or any subcontractor's warranty of compliance with the State and Federal Immigration Laws, or of any other provision of this section, shall be deemed to be a material breach of this Contract subjecting Contractor to penalties up to and including suspension or termination of this Contract. If the breach is by a subcontractor, and the subcontract is suspended or terminated as a result, Contractor shall be required to take such steps as may be necessary to either self-perform the services that would have been provided under the subcontract or retain a replacement subcontractor as soon as possible so as not to delay delivery of services.

Contractor shall advise each subcontractor of County's rights, and the subcontractor's obligations, under this Article by including a provision in each subcontract substantially in the following form: "Subcontractor hereby warrants that it will at all times during the term of this contract comply with all federal immigration laws applicable to Subcontractor's employees, and with the requirements of A.R.S. § 23-214 (A). Subcontractor further agrees that County may inspect the Subcontractor's books and records to insure that Subcontractor is in compliance with these requirements. Any breach of this paragraph by Subcontractor will be deemed to be a material breach of this contract subjecting Subcontractor to penalties up to and including suspension or termination of this contract."

Any additional costs attributable directly or indirectly to remedial action under this Article shall be the responsibility of Contractor.

_____
Signature of Authorized Representative

Eric Fleming
_____
Printed Name

President, Perfect Image, Inc.
_____
Title

Attachment 9 - Offer and Acceptance

OFFER AND ACCEPTANCE

TO GILA COUNTY:

The undersigned hereby offers and agrees to furnish the material or service in compliance with all terms and conditions, instruction, specifications, and any amendments contained in this Request for Proposal document.

Signature also certifies the Contractors bid proposal is genuine, and is not in any way collusive or a sham; that the bid proposal is not made with the intent to restrict or prohibit competition; that the Contractor submitting the proposal has not revealed the contents of the proposal to, or in any way colluded with, any other Contractor which may compete for the contract; and that no other Contractor which may compete for the contract has revealed the contents of a proposal to, or in any way colluded with, the Contractor submitting this proposal.

Contractor Submitting Proposal:

Perfect Image, Inc.
_____
Company Name
13615 NE 126th Place #450
_____
Address
Kirkland, WA   98034
_____
City   **State**   **Zip**

_____
Signature of Person Authorized to Sign
Eric Fleming
_____
Printed Name
President
_____
Title

For Clarification of this Offer, Contact:

Eric Fleming
Name: _____

President
Title: _____

425 576 0989
Phone No.: _____

425 576 0680
Fax: _____

eflem@pimage.com
Email: _____

ACCEPTANCE OF OFFER
(For Gila County use only)

The Contractor is now bound to provide the materials or services listed in RFP No.: 092815 including all terms and conditions, specifications, amendments, etc. and the Contractor's Offer as accepted by County/public entity. The contract shall henceforth be referenced to as Contract No. _____ **092815** _____.

GILA COUNTY BOARD OF SUPERVISORS

Awarded this _____ day of _____, 201__

_____
Michael A. Pastor, Chairman, Board of Supervisors

ATTEST

_____
Marian Sheppard, Clerk of the Board

APPROVED AS TO FORM

_____
Jefferson R. Dalton, Deputy Gila County Attorney, Civil Bureau Chief
for Bradley D. Beauchamp, County Attorney

Attachment10 – W9

Form **W-9**
(Rev. October 2007)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer
Identification Number and Certification

Give form to the requester. Do not send to the IRS.

Name (as shown on your income tax return)
Perfect Image, Inc

Business name, if different from above

Check appropriate box: ☐ Individual/Sole proprietor ☑ Corporation ☐ Partnership
☐ Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ ....
☐ Other (see instructions) ▶

☐ Exempt payee

Address (number, street, and apt. or suite no.)
13615 NE 126th Place #450

Requester's name and address (optional)

City, state, and ZIP code
Kirkland, WA 98034

List account number(s) here (optional)

Part I   Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number

or

Employer identification number
91 : 1742507

Part II   Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and

2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and

3. I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here   Signature of U.S. person ▶   Date ▶ January 22, 2016

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),

2. Certify that you are not subject to backup withholding, or

3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

● An individual who is a U.S. citizen or U.S. resident alien,

● A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,

● An estate (other than a foreign estate), or

● A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

● The U.S. owner of a disregarded entity and not the entity,

Cat. No. 10231X

Form **W-9** (Rev. 10-2007)

Attachment11 – Full Equipment List

High Speed Document Scanning: The latest scanning technologies are Dual-Channel and Autocolor scanning. Dual-Channel, allows the device to capture monochrome and color/grayscale simultaneously. Autocolor allows device to detect color content forcing the page to be captured in color based on a user defined threshold. This allows our staff to capture very faint data, signatures and originals with pertinant color content in color dynamically. By utilizing these technologies we are able to guarantee complete data caputure wihtout rescanning. All of the scanners have barcode recognition for document and batch separation, some have color and flatbed capabilities. We maintain fourteen document scanners from Bell & Howell Panasonic and Fujitsu and apply the type of scanner appropriate for the job specificaitons.

Microfilm Scanning 16mm/35mm: Our Nextscan Microfilm Scanner is the best in the industry at capturing 100% of the image frame. The unit is able to capture both monochrome and grayscale imagery simultaneously for maximum data capture. Since the cost of storage is under $1 per/Gb many of our customers are capturing and publishing both formats. Those with limited server capacity are publishing the monochrome format and archiving the grayscale on DVD. By capturing in grayscale our customers can feel confident that they have captured every bit of data from their microfilm.

Click For Specs
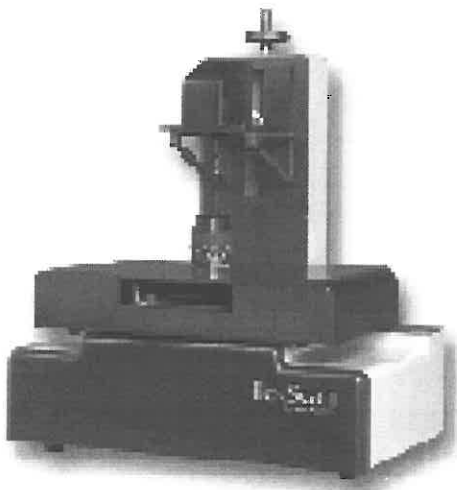
Microfilm, Microfiche and Aperture Card Scanning 16mm/35mm: Our Nextscan Flexscan Scanner is coupled with Nextstar Ribbon Scanning Technology to virutaliy eliminate rescanns and guarantee that each frame is captured as legible as the film. The FlexScan 3 in 1 scanner is designed to offer a complete package for users with rollfilm, microfiche and aperture card scanning requirements. Scan rollfilm up to 220 pages per minute or microfiche up to 125 pages per minute, grayscale or bitonal at the same output speed. Scanned images are sharper with better edge definition because nextScan uses fiberoptics in FlexScan for its light source, eliminating hot spots and uneven lighting.
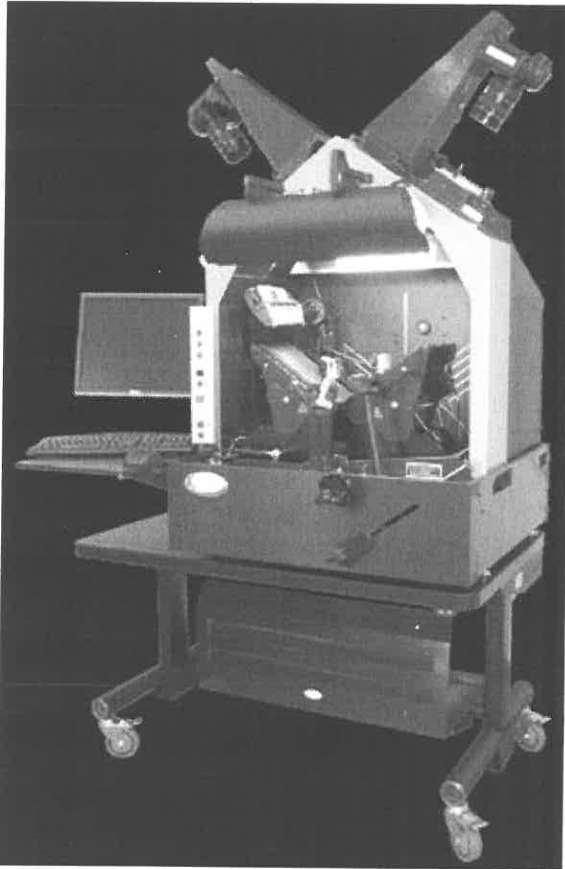
Click For Specs Click For App Card Video

Microfiche Scanning 16mm/35mm/105mm: Our DRS fiche scanner is the only Commercially availalbe scanner of its type in the US. The optics and auto-load fiche transport system makes it superior to every other fiche scanner in the industry. DRS has succesfully navigated the problem with static electricity buildup that has plagued the industry for years. Everyting that touches the fiche is made of wood. The unit can successfully transport thousands of fiche without jamming and the optics produce grayscale images that guarantee complete capture. Other units in the industry offer grayscale but dont have the necessary optics to capture poor quality originals.

Click For Video

Robotic Book Scanning: The Kirtas Unit does an outstanding job of efficiently capturing bound books in an automated fashion. The robotics, mechanics and cameras are the best in the industry. In production these units are run in attended mode where an operator supervises and takes corrective action immediately for any potential pagination errors.
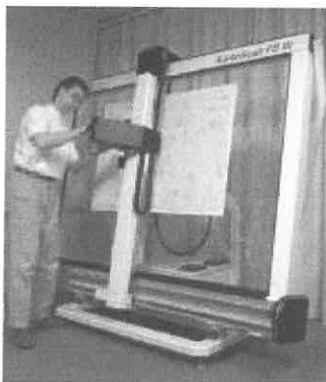
Click For Specs Click For Video

Bound Book Scanning: For book scanning where a top platten is necessary, we utilize an Atiz DIY Model B, digital planetary camera system. The Model B unit is paired with two Cannon 5D Mark II Digital SLR Cameras and has an extra large capture area of 15.5" x 24". This is a face up book scanner with a V-Shaped auto-centering cradel and glass platten. This is a mobile unit and can easily be placed on site with our trained operators.

Click For Specs

Aperture Card Scanning: We utilize a Wicks and Wilson C-250 card Scanner. This is an production level autofeed unit and one of the only units that captures holerith data (card punch data). We also have Fiche Carriers for our Flexscan units when card scanning on these units in more applicable.
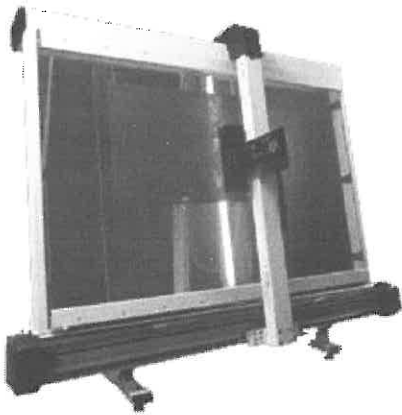
High Accuracy Scanning: Perfect Image, Inc. has commissioned and certified a precision flat-bed scanner capable of scanning drawings 43 inches wide by unlimited length. This scanner is a large tilt-bed table scanner capable of scanning flat parts (i.e., maps, sheet metal parts, packaging...) and drawings to a precision of +/- .002 inches across the entire length of the drawing or part. Monochrome, 24 BIT color, and 8 BIT grayscale images can be created up to 1200 DPI. Perfect Image, Inc. is one of two companies in the world to own and operate this scanner.

Click For Video

Large Format Scanning: Perfect Image, Inc. is able to capture both small format documents and large engineering type drawings into a variety of raster formats. Perfect Image, Inc. utilizes roll feed scanners capable of scanning drawings up to 50 inches wide with unlimited length. These scanners are operated by Perfect Image, Inc. trained staff and can be utilized at Perfect Image's facility or placed at the customer's location. We maintain one Ideal 50" Magnum Color Scanner, an Ideal Cougar Color 25" and three Monochrome Ideal FSS8300.
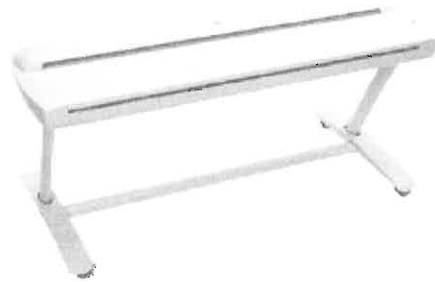
Slide and Strip Film Scanning: We utilize a Nikon Coolscan LS-2000. This unit is equipmet for automatic 35mm strip film feeding up to six frame and has a autoloader for up to 50 slides. The unit is equiped with Digitl ICE technology for removal scratches and dust on the film. The unit is capable of scanning up to 2700ppi.

Click For Video

16mm, 35mm Film, Microfiche and Aperture Card Output : Perfect Image, Inc. is able to output any captured or customer imagery to film for 300 to 500 year preservation. Our Archive writer will suppport 16mm monochrome output. Grayscale, Color and 35mm film is output using an Electron Beam Recorder along with Aperture Card and Microfiche or COM Fiche. Electron Beam recording is by far the best solution for accurate and long term preservation of challenging source documents.
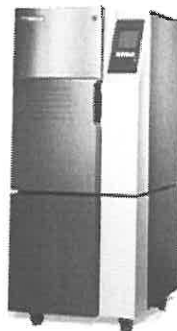
Attachment12 – Checklist

BIDDER CHECKLIST & ADDENDA ACKNOWLEDGMENT

NOTICE IS HEREBY GIVEN that all Bid Documents shall be completed and/or executed and submitted with this Request for Proposals (RFP). If Contractor fails to complete and/or execute any portion of the Bid documents, all with original signatures, the RFP may be determined to be "non-responsive" and rejected.

CHECKLIST:

REQUIRED DOCUMENT	COMPLETED / EXECUTED
QUALIFICATION & CERTIFICATION FORM	yes
PRICE SHEET	yes
REFERENCE LIST	yes
NO COLLUSION IN BIDDING	yes
INTENTIONS IN SUBCONTRACTING	yes
LEGAL ARIZONA WORKERS ACT COMPLIANCE	yes
BIDDER'S CHECKLIST & ADDENDA ACKNOWLEDGMENT	yes
OFFER AND ACCEPTANCE PAGE	yes
BACKGROUND AUTHORIZATION	form not present
W-9	yes

ACKNOWLEDGMENT OF RECEIPT OF ADDENDA:

	#1	#2	#3	#4	#5
INITIALS					
DATE	1/12/2016	1/13/2016			

Signed and dated this ____27th____ day of ____January____, 2016.

Perfect Image, Inc.
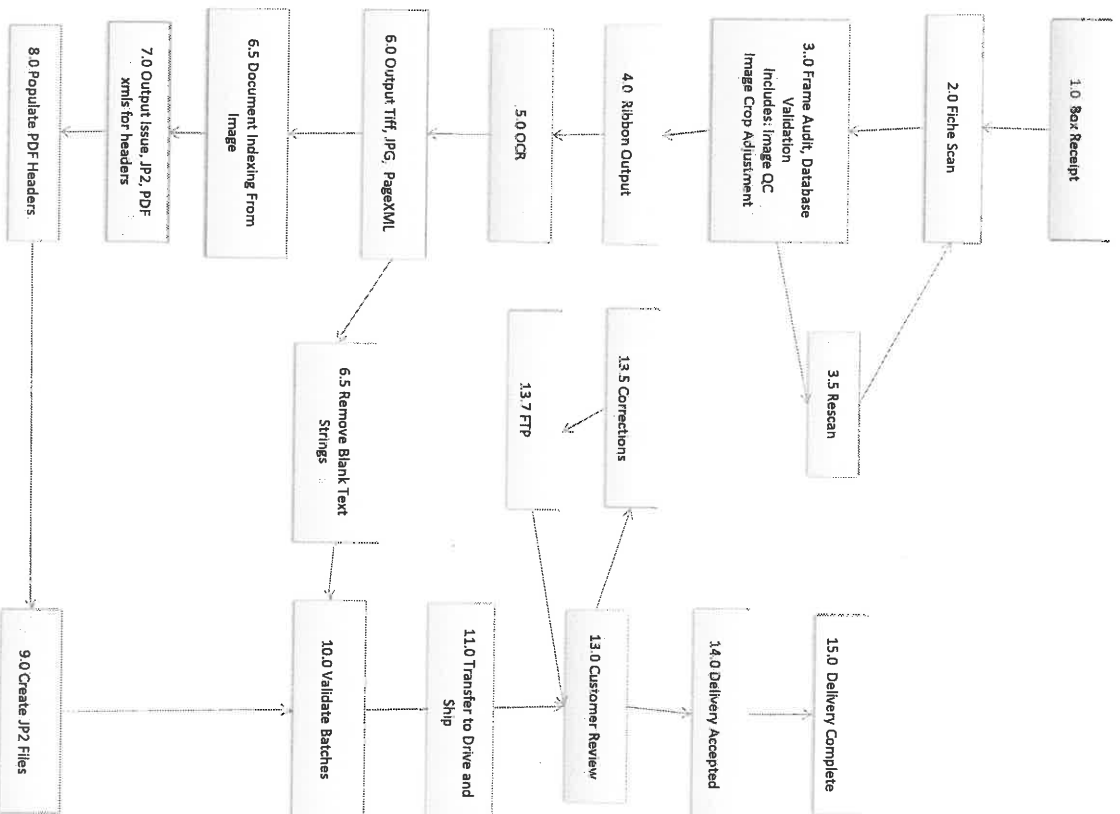
Contractor: _____

By: Eric Fleming, President

Each proposal shall be sealed in an envelope addressed to the Gila County Finance Department and bearing the following statement on the outside of the envelope: *Company Name, Request for Sealed Proposals No. 092815 Document Scan Conversion for the Gila County Recorder's Office-Rebid.* All proposals shall be filed with Gila County Finance at 1400 E. Ash St., Guerrero Building, Globe, AZ on or before January 21, 2016, 11:00 AM.

Attachment13_workflow

Genera Film Production Process

1.0 Box Receipt → 2.0 Fiche Scan → 3.0 Frame Audit, Database Validation Includes: Image QC Image Crop Adjustment → 4.0 Ribbon Output → 5.0 OCR → 6.0 Output Tiff, JPG, PageXML → 6.5 Document Indexing From Image → 7.0 Output Issue, JP2, PDF xmls for headers → 8.0 Populate PDF Headers

3.5 Rescan

6.5 Remove Blank Text Strings

13.7 FTP → 13.5 Corrections

9.0 Create JP2 Files → 10.0 Validate Batches → 11.0 Transfer to Drive and Ship → 13.0 Customer Review → 14.0 Delivery Accepted → 15.0 Delivery Complete

Attachment14_Work Plan

Work Plan

Below is a step by step description of our process. The process is designed to maintain the data in a completely non-proprietary format throughout the process. This allows us to adjust the process, implement third party software and to design custom scripts to navigate any changes in the source data or customer specifications. An example of the workflow for the Library of Congress is provide as Attachment 13. We will generate a customized workflow diagram at the outset of the project with the agency to include documented step by step processes. This document cannot change once implemented unless it is reviewed with the agency and any modifications are fully tested prior to implementation.

a. Logging: We ask that the agency provide an electronic list of fiche in the shipment along with any metadata. This is used to log the fiche into a very simple spreadsheet used to track and share the progress of each reel at the reel level. At a minimum we would require a box list and hope for a starting and ending asset number by box. If this list is unavailable it will be created upon receipt of the fiche.

b. Tracking: Once the boxes are received the quantity and description is verified. The boxes are logged into our online tracker which is visible to the agency.

c. Batching: For microfiche production it is important to batch the fiche into batches of approximately 100 fiche. If a document spans fiche, the batch will not break a document. The fiche quantity is used for the balance of the processes to insure every item is captured. The batch quantity is handwritten on a 3x5 card placed at the front of each batch and logged into the system.

d. Imaging: Next the fiche are scanned on our Nextscan Flexscan Ribbon Scanners. Our experience working on similar projects is that the quality and accuracy of the film can vary widely. Using a ribbon scanner is paramount to the downstream success of all subsequent procedures. Having the entire fiche as a seamless stream of data is the only way to insure 100% capture and to economically, accurately and easily adjust for source material and metadata errors without rescanning. If a vendor attempts to use a frame scanner and uses frame detection based on the histogram (which is the only way these frame scanners work) there is a high chance that a frame will be missed completely with no indication to the operator, QC staff or agency staff unless 100% of the scanned images are compare to the original film. The challenges and risks associated with selecting a vendor who uses old frame scanning technology is discussed in two papers published by our company and provided as Attachment 2 and Attachment 3. The fiche are scanned into a batch and the batch count if validated against the tracker at the end of each batch.

e. Auditing: The fiche are audited one frame at a time to insure no data is cropped and that all frames are captured legibly. If the density of a portion of a fiche or a filming error is encountered, the agency may be consulted and adjustments can be made per their direction. The auditor can make adjustments to the imagery using gamma adjustments or reject the fiche for rescanning. This is the stage where each image is reviewed for clarity and cropping. The operator will make adjustments directly when it is discovered. The agency has adopted a vendor process to reject images, then enhance and rescan downstream in a disconnected phase. Our review process happens directly at the point of scanning by the scanning operator not by a technician who might be overseas. The technician has direct access to the original fiche so they can determine if the problem lies with the original fiche or with the scan. Most rescans in our process are related to filming errors in the original. Any imagery that cannot be captured due to filming errors is reported to the agency with specifics. Adjustments to any of the imagery can be reported for the purposes of matching the accounting and billing practices of the stated three phase process.

f. Image Output: This is an automated process where all of the imagery is output as jpeg and tiff images. At this point the images are temporary and non proprietary full resolution

scans of the fiche, not the final versions. The number of fiche output is compared to the original fiche counts.

g. Index Validation: Since the fiche can contain multiple documents our operators page through each frame of each fiche and index either a fee number or a book and page number at the beginning of each document. We designed our own software for this task and once a batch is fully indexed we are able to automatically output each document named by the fee or book_page into any format. We will be providing directories of images as jpeg and tiff with fee and page or book and page per the tyler requirements. We have delivered millions of documents to the Eagle Recorder System for local Counties.

h. Image Export: As a box is fully indexed our project manager will queue it for export. Our software will automatically name the files and create the proper Eagle Recorder load files. We can combine boxes into larger exports as needed.

i. Delivery: Data will be delivered on an encrypted external USB drive using PGP encryption.

Attachment15_ Pricing Sheet

PRICE SHEET

Please complete price sheet in its entirety for the services provided in RFP 092815 Document Scan Conversion for the Gila County Recorder's Office.

Contractor Name: Perfect Image, Inc.

Phone No.: 425 576 0989

Description	Cost
Phase 1	$ 0.02 per image $20,000.00 for 1M images
Phase 2 Indexing assuming 1.5 images per document on average 6 keystrokes per document = 4M keystrokes single keyed	0.007 per keystroke $ 0.02 per image for review 0.015 per image manual crop $63,000.00 for 1M images and 4M keystrokes
Phase 3	Rejecting, Documenting and $ rescanning 5% of images for 0.25 per image $12,500 for 50k images
TOTAL COST	$ $95,500.00

All applicable taxes shall be included in proposed amount.

On Site Solution for Scanning: Add $5,000.00 per month for 2-3 months
Transport of film via staff and company van: $2,000.00 each way